


FLORIDA HIGHWAY PATROL

POLICY MANUAL

	SUBJECT FLORIDA CRIME INFORMATION CENTER COMPUTER TERMINAL	POLICY NUMBER 14.02
	APPLICABLE CALEA STANDARDS	ISSUE DATE 02/01/96
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14.02.01 PURPOSE

To establish regulations and procedures governing the operation and use of information received from the Florida Crime Information Center (FCIC) computer terminal(s) located in all Florida Highway Patrol Communication Centers throughout the State.

14.02.02 POLICY

It is the policy of the Florida Highway Patrol that all employees using the Florida Crime Information Center computer terminal abide by all policies, procedures and directives created and disseminated by the Florida Department of Law Enforcement, the Control Terminal Agency for the system. In addition, all employees shall follow all established policies and procedures of the Florida Highway Patrol in the operation of the terminals. The communications supervisor of each communications center shall be responsible for proper operations of the terminal(s) assigned to that center.

14.02.03 DEFINITIONS

- A. **FLORIDA CRIME INFORMATION CENTER, (FCIC)** - A statewide, computerized telecommunications system designed to provide services, information, and capabilities to the law enforcement and criminal justice community in the State of Florida. FCIC gives these agencies access to information stored in various computerized files, and through FCIC, gives them access to other criminal justice information systems nationwide.
- B. **USER AGREEMENT** - A written and signed agreement between the Florida Department of Law Enforcement, Control Terminal Agency, and the Division of Florida Highway Patrol, User of the System, stating the Division of Florida Highway Patrol will abide by all policies and procedures in the use of the terminal and the information obtained from the system.

14.02.04 OBJECTIVES

- A. To formulate and disseminate procedures relating to the effective and efficient use of the Florida Crime Information Center Computer Terminal.

This will enhance officer safety by providing needed information to assist members in the performance of their duties.

- B. To ensure compliance to all policies and procedures specified by the Florida Department of Law Enforcement and Florida Crime Information Center Operations Manual and the National Crime Information Center Code Manual.

14.02.05 PROCEDURES

- A. All messages sent or received on the computer terminal will be regarded as official business of the Division and will not be divulged to persons outside the Division unless disseminated in accordance with federal and state law, FCIC Policy, National Crime Information Center (NCIC) Policy and policies outlined in the Communications Policy and Procedures Manual.
- B. All messages and message formats sent over the computer terminal shall be in compliance with the policies and procedures set forth in the FCIC Manual. Failure to comply may result in disciplinary action up to and including dismissal. In some instances, criminal charges may be brought against the employee.

14.02.06 REGULATIONS

- A. All information obtained from and through the FCIC system is restricted to law enforcement and criminal justice purposes only.
- B. All employees who operate the FCIC terminal must be certified by the Florida Department of Law Enforcement.
- C. Unauthorized persons shall not be permitted access to FCIC system.